

City of Morgantown
Department of Personnel and Employee Relations

Date: 4/29/2015

Job Title: Staff Engineer

Job Summary

Under the direction of the City Engineer and Asst. City Engineer; performs technical evaluation of development plans and construction documents to ensure compliance with city codes; inspects construction for compliance with approved plans and specifications; provides contract administration for capital projects; assist in developing and maintaining construction specifications and project management procedures; reviews and responds to citizen inquiries and requests; performs other related duties as required.

Job Duties and Responsibilities

1. Preform technical review of development plans;
2. Assist in enforcement of City codes and ordinances;
3. Prepare complete contract documents for public bidding, including specifications and estimates for City Public Works improvement projects;
4. Perform project management activities;
5. Perform field inspection of various engineering projects;
6. Investigate and respond to public requests;
7. Investigate problems encountered during construction and maintenance projects;
8. Promotes an image of professional, courteous service as a representative of the City of Morgantown;
9. Perform related work and duties as needed or assigned by supervisor.

Requirements

1. Bachelor's Degree in Civil Engineering or a closely related field.
2. Two years of experience in professional civil engineering work involving public works projects and facilities, project management, traffic operations.
3. Have Engineer-in-Training Certificate, or ability to get within 6 months of hire.
4. Experience using AutoCAD Civil 3D, ArcView GIS, Microsoft Office (Word, Excel, Access and Outlook) software preferred.

Salary

Salary Range is \$24.15 to \$25.40 per hour. FLSA status is exempt.

Benefits

Benefits available include paid vacation and sick leave, paid holidays, dental, medical, prescription drug coverage, HRA, flexible spending account, vision, life insurance and more.

Please submit cover letter and resume to Human Resources Department, City of Morgantown, 389 Spruce Street, Morgantown, WV 26505 or email to dsmyth@cityofmorgantown.org. Application deadline is 5:00 pm on May 22, 2015.

(Note: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operational needs justify.)